



November 13, 2013

Item No. 10

**AUTHORIZATION TO ENTER INTO TWELVE (12) CONTRACTS
FOR AUTHORITY-WIDE ARCHITECTURAL AND ENGINEERING SERVICES**

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners authorize the Chief Executive Officer or his designee to enter into twelve (12) Indefinite Delivery Indefinite Quantity contracts for Authority-wide Architectural and Engineering services with Globetrotters Engineering Corporation, Harley Ellis Devereaux, Hasbrouck Peterson Zimoch Sirirattumrong, Holabird & Root LLC, Koo and Associates, Ltd., Pappageorge Haymes Partners, Perimeter Architects, Roula Associates Architects, Chtd., Schroeder Murchie Niemiec Gazda-Auskainis Architects, Ltd. (SMNG-A), Smith Harding Joint Venture, Solomon Cordwell Buenz, and SPAAN Tech, Inc. Each contract will be for an amount not-to-exceed \$750,000, with a base term of two (2) years. Each contract will have a guaranteed minimum of \$50,000. An additional \$26,000,000 will be set aside as reserve capacity from which funds can be allocated. The total aggregate amount of the twelve (12) contracts and the reserve capacity fund is not-to exceed \$35,000,000. The CHA may extend these contracts for one (1) one-year renewal option, subject to Board approval.

The Interim Acting Vice President of the Capital Construction Department, the Interim Acting Director of the Capital Construction Department, the Office of the General Counsel, and the Department of Procurement and Contracts have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

CORPORATE GOAL: Ensure the Chicago Housing Authority's portfolio is safe, decent and sustainable.

FUNDING: General Fund - FY2014 – FY2015

SOLICITATION SUMMARY:

Contract Type: Construction Services

Base Contract Amount:

NTE amount per contract: \$ 750,000

NTE amount – 12 contracts: \$ 9,000,000

NTE Reserve Fund: \$26,000,000

NTE Total Funding: \$35,000,000

Base Contract Period: two (2) years

Option Period: one (1) one-year

Publications: Chicago Sun-Times, Defender, Extra, CHA website, BuySpeed

Solicitation Release Date: June 13, 2013

Days Advertised: 32 business days

Addendums: 1) 07/02/2013

2) 07/11/2013 3) 07/16/2013

4) 07/18/2013 5) 07/19/2013

Pre-Proposal Meeting Date: June 20, 2013

Solicitation Due Date: July 24, 2013

Vendor List: 231
Pick-Up List: 94

Assist Agencies: 66
Respondents: 34

VENDORS

VENDOR	CONTACT	ADDRESS
Globetrotters Engineering Corp	Michael McMurray	300 South Wacker Drive Chicago, IL 60606
Harley Ellis Devereaux	Robert C. Robicsek	401 West Superior Street Chicago, IL 60654
Hasbrouck Peterson Zimoch Sirirattumrong	James Peterson	651 West Washington Boulevard Chicago, IL 60661
Holabird and Root, LLC	Greg Cook	140 South Dearborn Street Chicago, IL 60603
Koo and Associates, Ltd.	Jah Hee Koo	53 West Jackson Boulevard Chicago, IL 60604
Pappageorge Haymes Partners	David A. Haymes	640 North LaSalle Street, Suite 400 Chicago, IL 60654
Perimeter Architects	Branyo Dvorak	1732 West Hubbard Street, Suite 1B, Chicago, IL 60622
Roula Associates Architects, Chtd.	Roula Alakiotou,	ONE East Superior Street, Suite 205 Chicago, IL 60611
Schroeder Murchie Niemiec Gazda-Auskainis Architects, Ltd	Todd Niemiec	936 West Huron Street, Chicago, IL 60642
Smith Harding, Joint Venture	Paul Harding	224 South Michigan Avenue Chicago, IL 60604
Solomon Cordwell Buenz	Mark J. Frisch	625 North Michigan Avenue Chicago, IL 60611
SPAAN Tech, Inc.	Smita N. Shah	311 South Wacker Drive, Suite 2400 Chicago, IL 60606

COMPLIANCE

M/W/DBE and Section 3 participation: This being a Task Order Contract, the MBE/WBE/DBE and Section 3 opportunities will be met on each Task Order, based on the total dollar value. Compliance affidavits are on file for each vendor.

GENERAL BACKGROUND /EXPLANATION

The Chicago Housing Authority is in need of Architectural and Engineering (A&E) services for the remaining 2013 and new 2014 major capital improvement and capital maintenance projects. The current A&E contracts will end June 13, 2014, but funding is anticipated to be exhausted by the end of 2013. The Capital Construction Department is implementing a series of reforms in its design management and change order processes to better manage A&E firms working on CHA projects.

The Capital Construction Department requests that the Board of Commissioners approve twelve (12) Architectural and Engineering (A&E) firms to provide complete A&E services in connection with

modernization, rehabilitation, and capital maintenance, and support Unit Acquisition activities at selected CHA properties. These services have been customarily performed by architects by means of assessments, preparation of drawings and specifications, construction administrative support and other professionally related services for all dwelling and non-dwelling buildings.

PROCUREMENT PROCESS

- **Procurement Type:** Request for Proposals (RFP) for A&E services
- **Scope of Services:** A&E services for two-year contracts with a one year option. Firms will provide assessments, design, engineering, construction administration and close out services at various CHA Family, Scattered, Non Dwelling and Senior sites.
- **Process 1:** Design projects less than \$350,000 will be assigned to the firms in list order. The list is first established using a random selection method, approximately 60-70% of work.
- **Process 2:** Design projects between \$350,000 and \$750,000 will be competitively bid among the selected A&E firms via a Request for Services (RFS).
- **Note:** Design projects in excess of \$750,000 are not the subject of this procurement. They will be individually procured via Request for Proposals (RFP).
- **Scoring Criteria:** Proposals were evaluated on a one hundred point (100 pts.) scale per the following criteria:
 - Qualifications - 30 pts.
 - Experience & Past Performance - 20 pts.
 - Approach/Work Plan - 10 pts.
 - Knowledge of Codes & Standards - 10 pts.
 - Section 3 Hiring Plan - 10 pts.
 - Proposed Fees - 10 pts.
 - Organizational Structure - 5 pts.
 - Administrative Requirements & Contract Management - 5 pts.
- Each respondent firm indicated their hourly rates on the fee form, which were reasonable, justifiable and reflected the proposed approach/work plan. For scoring proposed fees, the CHA established a range of pricing with a minimum/maximum and utilized a ratio method. The proposed fees that exceeded the established maximum or fell below the established minimum, received 0 points for the category. Using the Ratio Method, the proposal with the lowest cost in the established range received the maximum points allowed, 10 points. All of the other proposals in the established range received a percentage of the points available based upon their cost relationship to the lowest.
- **Strategy for Evaluation of Price:** Although the procurement was designed to establish a list of qualified A&E firms, actual projects will be assigned in the future where costs will be evaluated. CHA included a sample project in the RFP for scoring. All of the respondent firms were required to complete a fee proposal form that included hourly rates with proposed durations. DPC employed the Ratio Method of Scoring for price. Three firms that did not entirely complete either the Fee Proposal Form, Sample Project Scope Fee Form or filled out multiple fee forms, where evaluators could not discern which fees were being applied, were deemed non-responsive.
- **Competitive range:** Based on past experience and the level of future construction work requiring A&E services, CCD anticipated a need of multiple A&E firms. CCD in cooperation with the Department of Procurement and Contracts (DPC) set the competitive range at 80 in the solicitation. CCD and DPC believe 80 points strikes a balance between securing the services of

quality firms and a sufficient number of firms to adequately perform the number of projects required.

- **Past Performance with CHA/City of Chicago:** The CHA's Department of Procurement and Contracts (DPC) surveyed all of the references listed by the firms in their proposals. It also contacted the City of Chicago, other governmental agencies and affiliated organizations to request that they complete an evaluation form for any of the firms with which they have worked in the past.

Evaluation forms were returned by the following:

- City of Chicago
- Department of Fleet and Facility Management
- Department of Family and Support Services
- Chicago Public Schools
- Housing Authority of Cook County
- United States Department of Energy
- United States Department of Navy
- Illinois Housing Development Authority - Low-Income Housing Tax Credit Fund

Combined with the reference surveys, CCD compiled change order and past performance data for those firms that have previously worked with CCD to perform its responsibility analysis. A threshold of 5% was set for acceptable errors and omissions based upon industry standards research. All recommended firms were found to be below the industry standard error rates.

Recommended Firms	M/W/DBE	Score
Globetrotters Engineering Corporation	MBE	95
Harley Ellis Devereaux		92
Hasbrouck Peterson Zimoch Sirirattumrong		88
Schroeder Murchie Niemiec Gazda-Auskainis Architects (SMNG-A)		83
Smith Harding JV	DBE	83
Pappageorge Haymes Partners		82
Perimeter Architects		82
Solomon Cordwell Buenz		81
Holabird & Root LLC		80
Koo & Associates	WBE	80
Roula Associates Architects	WBE	80
SPAAN Tech	DBE	80

- **Operational Impact**
 - **Replace expired contracts:** The twelve (12) firms will replace the expired contracts of 2013.
 - **Replenish A&E Service Budget:** The budget for funding A&E services has become exhausted.
 - **Staffing Requirements:** The Capital Construction Department will be responsible for the multiple contract administration. Current staff will be utilized.
- **Financial Impact**
 - **Proposed Budget/Cost to CHA:** \$35,000,000 total program balance (2014)
 - Initial contract value for the twelve (12) firms is \$9,000,000 (\$750,000 per firm)
 - **Previous Budget/Cost:** \$13,350,000 total program balance (2009)
- **Number of vendors:**
This number will provide an adequate pool of professionals to accommodate the anticipated volume of construction, and will spread the opportunity. We also find the quality of professional service is greater if the firms are not over extended with work, thereby reducing the likelihood of change orders.

Thirty-four (34) firms submitted proposals. Seven (7) firms were deemed non-responsive due to insufficient submittal materials. The remaining twenty-seven (27) were evaluated by a three (3) member Evaluation Committee drawn from CCD, ODM and AM. The Capital Construction Department recommends executing contracts with twelve (12) of the firms having an average score of 80 or above from the evaluation committee in order to have sufficient design and engineering capacity over the term of the contracts.

Based on the foregoing, it is in the CHA's best interest for the Board of Commissioners to authorize the Chief Executive Officer or his designee to enter into twelve (12) Indefinite Delivery Indefinite Quantity contracts for Authority-wide Architectural and Engineering services with Globetrotters Engineering Corporation, Harley Ellis Devereaux, Hasbrouck Peterson Zimoch Sirirattumrong, Holabird & Root LLC, Koo and Associates, Ltd., Pappageorge Haymes Partners, Perimeter Architects, Roula Associates Architects, Chtd., Schroeder Murchie Niemiec Gazda-Auskainis Architects, Ltd. (SMNG-A), Smith Harding Joint Venture, Solomon Cordwell Buenz, and SPAAN Tech, Inc. Each contract will be for an amount not-to-exceed \$750,000, with a base term of two (2) years. Each contract will have a guaranteed minimum of \$50,000. An additional \$26,000,000 will be set aside as reserve capacity from which funds can be allocated. The total aggregate amount of the twelve (12) contracts and the reserve capacity fund is not-to exceed \$35,000,000. The CHA may extend these contracts for one (1) one-year renewal option, subject to Board approval.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority Board policies and all applicable federal (Department of Housing and Urban Development) procurement laws.

The Interim Acting Director of the Capital Construction Department and Interim Acting Vice President of the Capital Construction Department concur with the recommendation to enter into these twelve (12) contracts for Authority-wide architectural and engineering services at various Chicago Housing Authority locations.

The CEO/President recommends the approval to enter into these twelve (12) contracts for Authority-wide architectural and engineering services at various Chicago Housing Authority locations.

RESOLUTION NO. 2013-CHA-103

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated November 13, 2013 entitled "**AUTHORIZATION TO ENTER INTO TWELVE (12) CONTRACTS FOR AUTHORITY-WIDE ARCHITECTURAL AND ENGINEERING SERVICES**";

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT the Board of Commissioners Board of Commissioners authorize the Chief Executive Officer or his designee to enter into twelve (12) Indefinite Delivery Indefinite Quantity contracts for Authority-wide Architectural and Engineering services with Globetrotters Engineering Corporation, Harley Ellis Devereaux, Hasbrouck Peterson Zimoch Sirirattumrong, Holabird & Root LLC, Koo and Associates, Ltd., Pappageorge Haymes Partners, Perimeter Architects, Roula Associates Architects, Chtd., Schroeder Murchie Niemiec Gazda-Auskainis Architects, Ltd. (SMNG-A), Smith Harding Joint Venture, Solomon Cordwell Buenz, and SPAAN Tech, Inc. Each contract will be for an amount not-to-exceed \$750,000, with a base term of two (2) years. Each contract will have a guaranteed minimum of \$50,000. An additional \$26,000,000 will be set aside as reserve capacity from which funds can be allocated. The total aggregate amount of the twelve (12) contracts and the reserve capacity fund is not-to exceed \$35,000,000. The CHA may extend these contracts for one (1) one-year renewal option, subject to Board approval.

This award is subject to the Contractor's compliance with the CHA's MBE/WBE/DBE, Section 3, and bonding and insurance requirements.



Chicago Housing Authority
60 E. Van Buren
Chicago, IL 60605

312-742-8500

www.thecha.org